

WAR DEPARTMENT PAMPHLET NO. 21-27

# *HOW ABOUT YOUR EDUCATION?*



**Some answers to questions about the  
United States Armed Forces Institute,  
the Army Education Program and their  
relation to the "GI Bill of Rights."**

WAR DEPARTMENT

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BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

G. C. MARSHALL

*Chief of Staff*



# ***YOUR POSTWAR EDUCATION AND TRAINING***

If you have been doing some private postwar planning (and who hasn't?) you have probably run into a number of questions. Perhaps you have heard a great deal of discussion about the GI Bill of Rights; you know that it provides for education and training after the war. You may not be certain, however, just how these provisions affect your own plans.

If you have been taking courses through the United States Armed Forces Institute, you will have added considerably to your skills and

knowledge. You will want to know how these courses affect your training under the GI Bill. And you will want to be sure that your increased abilities are put to practical use when you return to civilian life.

Your military experience will also have added to your skill and ability. This experience is just as much a part of your education as formal study. You will want to know how you can turn it to account, either for training under the GI Bill or in your civilian job.

The following questions and answers have been prepared for your use in planning your present and future education. It contains the most current information. From time to time, as additional information is obtained it will be made available.

Naturally, this booklet can't answer every question you might have. It can, however, help you to decide how to make the best use of training you get while in service. It can give you some of the facts you need — after that, it's up to you.

## **I**

### **WHAT IS THE GI BILL OF RIGHTS?**

It is a Congressional Act dealing with the benefits to which you are entitled when you return to civilian life. Its official title is: Servicemen's Readjustment Act of 1944. The *Veterans Administration* is designated as the official agency for administering its provisions. The GI Bill provides:

*Civilian education and training for you after you leave the service.*

Loans for you to buy or build a home, farm or business property.

Employment aid; help in locating a job.

Unemployment compensation; financial help when you haven't got a job.

## **2**

### **WHO CAN GET EDUCATION OR TRAINING UNDER THE GI BILL?**

*You* can, if you meet the following general requirements:

You must have a discharge other than dishonorable. You must have been on active duty for at least 90 days, part of which must have been after 15 September 1940 and before the end of the war. For the purpose of this Bill, time spent in the Army Specialized Training Program studying and completing Medicine, Dentistry, or Vet-

erinary Medicine courses or in one of the service academies, may not be considered in computing the period of active service for the purpose of eligibility and period of training.

You must apply for and initiate your training not later than two years after the end of the war or the date of your discharge, which ever is later.

(If your length of service is less than 90 days and if you are discharged because of an actual service-incurred injury or disability, you may be eligible for training or education under the GI Bill. However, it would be wise to look into the vocational rehabilitation benefits provided by Public Law 16, 78th Congress before entering into training under the GI Bill. In some cases, vocational rehabilitation will offer greater advantages.)

### **3**

#### **HOW MUCH EDUCATION OR TRAINING CAN YOU GET?**

If you meet the requirements in Question 2, and if you were over 25 when you entered the service you are entitled to a refresher or retraining course not in excess of 12 months (or the equivalent thereof in continuous part-time study) or for such lesser time as may be required for the course chosen by you.

If you were not over 25, or if over 25 and you can prove that your training or education was interrupted by your entrance into active service, you are entitled to one year (12 months) of the type of education or training you select. Upon satisfactorily completing the year's training you are entitled to an additional period of education provided your work continues to meet the prescribed standards of the institution. But that ad-

ditional period cannot be more than the total time you spent on active duty after 15 September 1940 and before the end of the war.

In any case, though, you can't get more than 4 years of training, and no training will be given beyond seven years after the end of the war.

#### **4**

### **WHAT KIND OF TRAINING CAN YOU GET?**

You can attend any approved school provided it offers the courses you need and that you can meet the school's requirements. If you qualify, you can get the type of education or training you want and need. And that means ANY SORT — from clay-modeling to welding, from engineering to play-writing. If you want to finish your elementary, high school, or college education — you can. You can attend a trade or technical or business school of any kind, or get

apprentice or industrial training in any trade you select. If you want to go to a medical or law school, you can do that. And it doesn't have to be a school in your own state, either.

## 5

### **WHAT IS AN “APPROVED” SCHOOL?**

The Veterans Administration will secure from time to time from the appropriate agency of each state a list of educational and training institutions which are qualified and equipped to furnish education and training. These institutions together with such additional ones as may be recognized and approved by the Veterans Administration shall be deemed qualified and approved. When you apply for training under the GI Bill, you can do so either directly to the school you want to attend, or you can request advice about which school is best for your pur-



poses. The Veterans Administration regional office for the State in which the school you select is located can tell you whether the school is “approved.”

## **6**

### **DO YOU HAVE TO MEET ANY SPECIAL ENTRANCE REQUIREMENTS?**

Only those of the school or institution you select to attend — but you *must* meet those. You must meet the standards set up by the particular school which you attend. And you will have to abide by the administrative and educational rulings laid down by the authorities of your school.

## **7**

### **CAN YOU ATTEND FOREIGN SCHOOLS UNDER THE GI BILL?**

While it has been determined that the provisions of the Bill make it possible for qualified

personnel to attend approved institutions in foreign countries, the policies and procedures necessary to put the program into effect have not yet been developed. Just as soon as the necessary decisions have been made you will be provided with the information.

## **8**

### ***WHAT ABOUT APPRENTICE TRAINING?***

In addition to other types of industrial training, if you want to learn a skilled trade by actually working at it, you can get apprentice training under the GI Bill and earn money while you learn. Many employers and trade unions have indicated their willingness to cooperate in apprenticeship programs for returning servicemen. And there are almost 125 different trades which can be learned in this way. If you want further information about this type

of training, write to the Apprentice-Training Service, Bureau of Training, War Manpower Commission, Washington, D. C.

## **9**

### **WHO PAYS FOR YOUR TRAINING OR EDUCATION?**

The Federal Government, through the Veterans Administration, pays to the school you select to attend: all tuition fees, library fees, laboratory fees and other usual school expenses, up to \$500.00 for an ordinary school year. (One ordinary school year is interpreted to mean two semesters, or three quarters, covering a period of from 30 to 38 weeks.) This does not however, include board, lodging and travel expense. To help meet the cost of these, you are paid: \$50.00 a month if you have no dependents, or \$75.00 a month if you have a dependent or dependents. If you are taking part-time courses or are being

paid for work, you may receive a lesser amount per month. (This does not however, prohibit part-time or incidental work to supplement your income while attending school.)

## **10**

### **HOW DO YOU APPLY FOR EDUCATION OR TRAINING UNDER THE GI BILL?**

If you think you qualify (see discussion under Question 2 and 3 for general eligibility rulings), after your discharge you can file an application for training under the GI Bill by using Veterans Administration Form 1950. You can get copies of Form 1950 by writing to the Veterans Administration in Washington, D. C., to one of the Veterans Administration Regional Offices (see pages 13 and 14 for addresses), or directly to the school you expect to attend. After your application is reviewed by the Veterans Administration

you will be notified of your eligibility and the length of study to which you are entitled.

## **II**

### **WHERE ARE THE REGIONAL OFFICES OF THE VETERANS ADMINISTRATION LOCATED?**

There is a Veterans Administration regional office for each state (except Delaware, which is served by the office at Philadelphia, Pennsylvania). Here are the addresses:

Alabama—Montgomery  
Arkansas—Little Rock  
Arizona—Tucson  
California—Los Angeles  
San Francisco  
Colorado—Denver  
Connecticut—  
Newington  
Florida—Bay Pines  
Georgia—Atlanta  
Idaho—Boise  
Illinois—Hines  
Indiana—Indianapolis

Iowa—Des Moines  
Kansas—Wichita  
Kentucky—Lexington  
Louisiana—New Orleans  
Maine—Togus  
Maryland—Baltimore  
Massachusetts—Boston  
Michigan—Dearborn  
Minnesota—Minneapolis  
Mississippi—Jackson  
Missouri—  
Jefferson Barracks  
Kansas City

Montana—Fort Harrison	Rhode Island—
Nebraska—Lincoln	Providence
Nevada—Reno	South Carolina—
New Hampshire—	Columbia
Manchester	South Dakota—
New Jersey—Lyons	Sioux Falls
New Mexico—	Tennessee—
Albuquerque	Murfreesboro
New York—Batavia	Texas—Waco
Bronx	Utah—Salt Lake City
North Carolina—	Vermont—
Fayetteville	White River Junction
North Dakota—Fargo	Virginia—Roanoke
Ohio—Brecksville	Washington—Seattle
Dayton	West Virginia—
Oklahoma—Muskogee	Huntington
Oregon—Portland	Wisconsin—Wood
Pennsylvania—	Wyoming—Cheyenne
Philadelphia	
Pittsburgh	

## 12

### **HOW CAN YOU GET INFORMATION AND ADVICE ABOUT YOUR EDUCATION AND THE GI BILL?**

Your Information-Education Officer can help you with any special educational or vocational

problems you may have. If you have any questions about the provisions of the GI Bill as they apply to your particular case, he can give you accurate and useful information.

In addition, you can write for advice and guidance either to the Veterans Administration in Washington, or to the regional office in your state or the state in which the school you want to attend is located. (See pages 13 and 14 for the addresses of Veterans Administration regional offices.) They can help you select a school offering the kind of training you want and can advise you about the qualifications, entrance requirements, etc. If your own community has made special provision for veteran education and training, the Veterans Administration may refer you to the local organization which can be most useful to you.

If you are leaving the service, you will have an opportunity to get some good advice from

professionally qualified soldier-counselors just before you leave. They can help you decide what sort of education or training will be most profitable to you and can help you choose the best school for that training. If they can't give you all the information you need, they can refer you to the agency or organization best equipped to help you. *But most important, the authorities of the school you want to attend can help you choose your courses wisely and can explain to you the requirements you will have to meet. Their professional experience can help you get the training for which you are best suited and which will be most useful to you.*

### **13**

#### **HOW CAN YOU GET EDUCATION OR TRAINING WHILE STILL IN SERVICE?**

The U. S. Armed Forces Institute offers you and millions of other servicemen all over the



world an opportunity to make your off-duty time count. You can study any one of a wide variety of high school and college level courses in business, technical and general education subjects — and study at your own convenience.

In addition, if you're stationed in an inactive theater after the fighting stops, you may take part — *on duty time* — in classes covering hundreds of subjects and trade skills. This program, the Army Education Program, is being planned for you — to help you prepare for that civilian school or job to which you expect to return.

#### **14**

#### **IF YOU TAKE USAFI COURSES CAN YOU ALSO GET TRAINING UNDER THE GI BILL?**

If you meet the requirements discussed in Questions 2 and 3, you are entitled to full benefits under the GI Bill, no matter how many

USAFI courses you have taken or how much time you have spent on them. **UNDER NO CIRCUMSTANCES** will the time you put in on USAFI courses affect your eligibility, or the amount of training you can take under the GI Bill. As a matter of fact, the courses you take while you are in the service can give you a long headstart toward your future civilian training.

## **15**

### **HOW DO OFF-DUTY STUDIES TIE IN WITH YOUR TRAINING UNDER THE GI BILL?**

Through U. S. Armed Forces Institute Correspondence Courses, self-teaching courses, off-duty classes, and University Extension Correspondence Courses, you can study a great variety of subjects. Some of these subjects, like Army Correspondence or Basic Radio Code are mainly

of military value; they increase your efficiency at your service job. Most of them, however, are subjects in which you are personally interested and which can be used in your later civilian schooling or job. The USAFI courses you complete now save you the time it would take to learn the same material after you return to civilian life. If, through USAFI, you study English or chemistry or blueprint reading or any one of hundreds of subjects — you'll be that much ahead when you return to your high school, or college or trade school. This means that your education under the GI Bill can pick right up where your USAFI courses left off.

## **16**

### **WHAT ABOUT CORRESPONDENCE COURSES?**

Through USAFI, you can take correspondence courses in high school or college subjects. The Institute will send you all necessary books

and materials and you can complete your lessons and mail them back to USAFI Headquarters or the nearest oversea Branch. A qualified instructor will grade your lessons and mail you suggestions that can help you if you run into any snags. There are hundreds of courses which can be studied this way, covering fields such as: Aviation and Automotive, Business Administration, Building Construction, Drafting and Applied Art, Education and Psychology, Electricity, Electronics and Radio, English and Journalism, Foreign Languages, History, Government and Sociology, Marine Engineering, Mathematics, Mechanics and Engineering, Metal Working, Photography, Plastics, Railway and Transportation and Science.

## **17**

### **WHAT ABOUT UNIVERSITY EXTENSION CORRESPONDENCE COURSES?**


These are similar to USAFI Correspondence Courses in the materials and methods used. The

difference is that you enroll with and receive correspondence service directly from the college or university offering the course. Here again, there are hundreds of courses you can take and many of them carry credit toward a degree from the college or university offering them. (Naturally such courses cost somewhat more than the usual \$2.00 enrollment fee for standard USAFI courses. Consult the latest edition of the USAFI Catalog or see your Information-Education Officer for details about financial arrangements.)

## **18**

### **WHAT ABOUT SELF-TEACHING COURSES?**

If you want to study entirely on your own, or if mail doesn't reach you regularly — self-teaching courses are your solution. The Institute will furnish you with textbooks that will lead you through a course step by step. Texts contain pictures and diagrams, complete explanations, and review questions to help you spot your own



weaknesses. You can work without a teacher and study at any time which is convenient for you. In this way, no matter where you are stationed or how few facilities are available, you can study subjects which will be useful to you now and when you return to civilian life.

## **19**

### **WHAT ABOUT OFF-DUTY CLASSES?**

**Alaskan Branch, USAFI  
University of Washington,  
Seattle, Washington**

**Central Pacific Branch, USAFI  
Central Pacific Base Command  
APO 958**

**European Branch, USAFI  
European Theater of Operations  
Hq., U.K. Base,  
APO 413**

**India Burma Branch  
India Burma Theater of Operations  
APO 885**

**African-Middle East Branch, USAFI  
African-Middle East Theater of Operations  
APO 787**

**Mediterranean Branch, USAFI  
Mediterranean Theater of Operations  
APO 512**

Panama Canal Department Branch,  
USAFI

Panama Canal Department  
APO 834

South Pacific Branch, USAFI  
South Pacific Base Command  
APO 502

Southwest Pacific Area Branch, USAFI  
Southwest Pacific Theater of Operations  
APO 501

## **21**

### **WHAT IS THE ARMY EDUCATION PROGRAM?**

The Army Education Program (AEP) is a plan for making your time count after the fighting stops. Following the defeat of Germany, theater commanders in inactive theaters may reduce military training to the minimum necessary to maintain health and efficiency. Some units because of their military mission and sit-



uation will continue to devote the entire day to military duties. Other units will have time to devote to other activities. The time made available in this way can be used for training which will be valuable to you when your turn for separation from the service arrives. Whether you are to remain in the forces of occupation in the theater or are to be transferred to another theater or are to be discharged from the service, this program can be of great value to you if you take advantage of the opportunity. Regularly organized, on-duty classes, will offer a wide variety of business, agricultural, technical, mechanical and general education subjects. These courses have been planned to meet your civilian needs. They can help you brush up on your old skills or learn new ones. They can also give you a long headstart on the training you intend to take when you get home. And they *will not*

hold up your shipping orders. No matter what point you have reached in your studies, when your orders come through to ship home—you go.

## **22**

### **WHAT ABOUT ARMY EDUCATION PROGRAM SCHOOLS?**

Wherever practicable, unit schools will be set up within your outfit. They will offer a large range of subjects at every level, from literacy training for those who need it, to college level courses for those who want them. Instructors for these courses will in most cases be qualified men drawn from your own unit.

Centralized technical schools will offer specialized trade training and wherever possible, on-the-job training. Assignment to those schools will be on a quota basis established by the theater commanders.

Army university study centers will offer college level courses in many of the subjects usually taught in civilian schools and colleges. Here again, assignment will be on a quota basis.

In some instances, it will be possible for properly qualified personnel to attend foreign universities and colleges.

## **23**

### **WHAT ARE SOME OF THE COURSES OFFERED BY THE AEP?**

AEP Unit Schools will offer basic courses in subjects such as:

General Livestock Farming, Poultry Production and Crop Management.

The Small Business, Bookkeeping and Accounting, Business English and Arithmetic, Advertising, Salesmanship and Business Law.

Radio, Electricity, Blueprint Reading, Carpentry, Mechanical Drawing and Shop Mathematics.

Review Arithmetic, American Government, Economics, American History, Physical Sciences, and Psychology.

AEP centralized technical schools will offer specialized vocational courses (including on-the-job training) of the kind not generally available in the unit schools. Wherever possible shop courses such as auto mechanics, electrical wiring, and radio maintenance and repair and others will be offered.

AEP University Study Centers will offer college level training in subjects usually offered by civilian colleges. These will include courses within the fields of the liberal arts, the sciences, and the professions.

These are just a few of the many types of courses which will be offered. The particular subject you choose will depend, of course, on the kind of training you want. There will be a course for almost every need at every level. And all of them will be set up to help you meet your civilian job or school requirements.

## **24**

### **HOW DO ARMY EDUCATION PROGRAM COURSES TIE IN WITH YOUR TRAINING UNDER THE GI BILL?**

AEP courses can help you save time in much the same way that off-duty study can. The agricultural, business, technical and mechanical courses can help you in your job, school, or apprenticeship training for a skilled trade. The general education courses you take can lead directly to the schooling you intend to get after the war.

The AEP, an entirely new wrinkle in Army education, is designed to meet some of your civilian occupational and academic needs. By taking part in it, you can jump the gun on the training and education you intend to take when you get home.

*And again, as in the case of USAFI courses, the time you put in on AEP courses will not affect the amount of training to which you are entitled under the GI Bill.*

## **25**

### **CAN YOU GET SCHOOL CREDIT FOR USAFI OR AEP COURSES?**

Although the Institute does not itself grant any academic credit, special arrangements have been made with schools and colleges throughout the U. S. to help you get credit for studies you worked on while in the service. End-of-course tests are provided for Institute correspondence or self-teaching courses, and if you complete a

course successfully you will be awarded a special certificate. This certificate will be useful to you as a record of your work in the course that it covers. If you successfully complete AEP courses that fact will be entered on an Army record.

## **26**

### ***CAN YOU GET SCHOOL CREDIT FOR YOUR MILITARY EXPERIENCE?***

The USAFI can help you get credit for what you learned while in service, no matter where or how you learned it. Your military life will have widened and increased your experience. Perhaps you attended a service school and got specialized technical training. You may have learned a trade, or how to handle Diesel engines expertly, or how to gain the respect and confidence of the men under your direction. You will have changed in a number of ways—and that probably means that your plans for future education or training have also changed. You will

want to be certain that all of these factors are made to count in any training you take after you leave the service. No matter where you are stationed, you can arrange to take special tests designed to measure what you have learned while you were in the service. A statement of the scores you made on the tests you took, together with information about the military training you received, the service schools you have attended, the service jobs you have had, the courses you have studied, etc., can be forwarded to the school you select and a statement obtained of the amount of credit which will be granted you.

## **27**

### **HOW DO YOU APPLY FOR SCHOOL CREDIT?**

If you want to get school or college credit for courses you take or for your military experience, write to USAFI headquarters or the near-



est USAFI Branch' for a copy of the form: USAFI Form 47 (Revised Sep. 1944) APPLICATION FOR CREDIT FOR EDUCATIONAL ACHIEVEMENT DURING MILITARY SERVICE. Fill out this application according to the directions it contains and get it certified by an officer. When it is properly filled out, the certifying official will mail it to your school, employer, or whomever else you specify. After your qualifications have been reviewed, you will then receive a statement of the amount of credit you have been granted.

## **28**

### **WHO CAN USE THE USAFI SERVICE TO GET SCHOOL CREDIT?**

You can. All service personnel can apply to the nearest USAFI branch for an APPLICATION FOR CREDIT FOR EDUCATIONAL ACHIEVEMENT DURING MILITARY SERVICE. There is no charge for this service.

## **29**

### **CAN YOU USE THE SCHOOL CREDIT YOU GET THROUGH USAFI TO ADVANCE YOUR SCHOOL STANDING UNDER THE PROVISIONS OF THE GI BILL?**

Yes. If you apply for and receive credit from your civilian school or college for work done while in the service, you can use that credit toward the training you select when you return to civilian life. If you want to attend a school other than the one which originally granted you credit, you will have to arrange that through the schools or colleges concerned. Usually, it should be merely a matter of having your records transferred from one institution to another.

## **30**

### **HOW CAN SCHOOL CREDIT YOU GET THROUGH USAFI BE USEFUL IN YOUR POSTWAR JOB?**

You can use this record to show your em-

ployer or prospective employer the increase in your experience and education. If your service job was very much like your civilian one, your employer will want to know that your skill was increased by training and experience. If you have learned a new skill in the service, you can use this record to indicate the amount of information and training you've gotten.

In short, you can put your service experience to work for you—use it to earn more money or get a better job when you return to civilian life.

### **31**

#### **WHAT SHOULD *YOU* DO ABOUT YOUR EDUCATION?**

If you want advice and guidance about training under the GI Bill, write to the Veterans Administration in Washington or to the regional office for your state.

(Addresses of regional offices are listed on pages 13 and 14)

If you want specific advice about entrance requirements, graduation requirements, etc., write to the school or college you expect to attend.

If you want advice and information about the USAFI program, see your Information-Education Officer. He can keep you posted on the latest developments. He can also give you advice about how to plan your USAFI courses to fit in with training you may take under the GI Bill.

If you have special educational problems, write to USAFI Headquarters, Madison 3, Wisconsin or to the nearest USAFI Branch. (Branch addresses are listed on pages 23 and 24)

If you want to select a USAFI course, get hold of a copy of the USAFI Catalog (Second Edition)

and supplement. Any Information-Education Officer can let you see a copy. Or, you can write to USAFI Headquarters, or to the nearest USAFI Branch for a copy of the catalog.

If you want advice and information about Army Education Program courses which will be instituted at the request of your theater commander upon the cessation of hostilities, see your Information-Education Officer or Education Officer. He can tell you if your unit is offering them and how you can arrange to take them. He can help you decide what's in it for you—which courses are best suited to your particular needs and interests. He can also give you information about civilian job opportunities, on the basis of which you can decide which courses will be most useful to you later.

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If you want to get school credit for your military experience, or for USAFI or AEP courses, write to USAFI Headquarters or the nearest USAFI Branch for an: Application for Credit for Educational Achievement During Military Service.

**32**

***HOW ABOUT YOUR EDUCATION?***

Well, how about it?

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